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Assessment Drives Instruction: Documentation Collection

Documentation collection should be purposeful and intentional. Remember: when preparing your weekly lesson plans, include a plan for assessment.

The best way to integrate your lesson planning with the WSO program is to pull your group report while creating your lesson plans. Using the group report, you can review where your students fall on the developmental checklist.

Using the group report is a great way to design your small groups and obtain



the names of the students for whom you are missing documentation.

When WSO is used in conjunction with lesson planning, it becomes an excellent tool to measure where your students are now and determine where they need to be in the future.

Use initials in the titles of all uploaded documentation as follows:

N - Notes
P - Photos
WS - Work Samples
M - Matrices

Developmental Checklist

Now that we've entered Period 2, you should start working on your checklists right away.

Remember to **Finalize** your checklist as soon as a rating is given in a

domain.

Once you've finalized your checklists, you can always go back and make changes. Finalizing your checklists allows you to pull your



class ratings reports.

Tip: Be sure to have documentation before a rating is given on the checklist.

Time Saving & Organizational Tips

Reproducible Masters

Use the reproducible master templates to help with the note taking process.

- 1) Select the **Documentation and Planning** tab
- 2) Select the **Manage Observations** tab
- 3) Select the **Reproducible Masters** tab.
- 4) Select a customizable Master
- 5) Click **Select**

Developmental Checklist

Use the additional comment text boxes on the developmental checklist so your comments will appear on the narrative summary report making it easier to write your narrative summaries.

Select the + sign on the checklist to view all supporting documentation under each indicator,

Work Samples & Matrices

Upload Matrices and Work Samples Online.

Work samples can be uploaded two ways:

- 1) Upload the work sample description & classify without uploading a picture of the sample, then file the sample.
- 2) Upload the work sample description and picture, classify and send the work samples home keeping a few in a file for parent conferences.

When taking pictures, catch the children "in the act" of the skill noted in the description.



Use smaller megapixels when taking pictures.

Pixels & Pictures

Tip # 1:

Organize photos with folders, e.g., organize folders by the students' individual names. Use a system that works for you.

Tip # 2:

When taking pictures use smaller megapixels (listed under image quality on most cameras) on the camera to speed up the uploading process.

Tip # 3

Close all other programs while uploading photos.

Tip # 4

Picasa.google.com is a good website for organizing your photos.

Shared Students

When students are shared among teachers, the Lead Pre-K teacher is responsible for inputting the student's information in a section first; then, the Special Ed or Co- teacher should set up their section and link the student from the Pre-K teacher's section. **The student should be entered only once into WSO.**

Currently, the narrative summary report defaults to showing IEP "No" at the top of the report and cannot be changed electronically. Pearson is working to correct this error. In the meantime, if you have students with an IEP, handwrite or type "Yes" at the top of your reports.

Archiving Students

When students leave your program, be sure to update all their information before you archive their records.

Archiving a Student

- 1) Click on the **Your Account** tab
- 2) Click on the **Manage Students** tab
- 3) Select **Student**
- 4) Click **Archive**

Before adding a student to your WSO roster, contact:

PreKAssessment@decal.ga.gov

WSO UPDATES

- **Sample narrative template comments are now available on the Bright from the Start website to guide you as you create your individual templates.**
- **New and revised sample matrices and sample narrative summary are now available on the Bright from the Start website.**

Resources

Planning for assessment template

Work Sampling Website:

www.worksamplingonline.com

Bright from the Start Website

www.decal.ga.gov

WSO Training: Check website regularly for upcoming training.

Bestpractices.gsu.edu

Assessment Coach Regional Map

Assessment Team

Contact Information

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